

## Statement of Deficiencies

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### 5303-C: Notification of Changes

Not Met

#### Findings/Corrections

5303.C.4. The Director did not notify the Bureau prior to making changes that had an effect on the license as [field trips are taken by the center ].

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### 5305-E: State Fire Marshal

Not Met

#### State Approval Date :

#### Findings/Corrections

5305.E. The Provider lacked documentation of a current annual fire safety inspection and approval from the Office of State Fire Marshal. Last inspection was dated 10/26/04, but center did not receive approval due to violations.

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### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.1. The Provider did not have an application/staff information form to include the name, date of birth, address and telephone number, previous training/work experience, educational background, employee's start date.

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available.

5311.A.3. The Provider did not have a job description for every position at the center.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for staff. Documentation of submission **was not** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

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### 5312-A: Orientation Training

Not Met

#### Findings/Corrections

5312.A. Provider lacked documentation that staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;  
Emergency and evacuation plan;  
Supervision of children;  
Discipline policy;  
Job description;  
Individual needs of the children enrolled;  
Detecting and reporting child abuse and neglect;  
Current Child Day Care Class "A" Minimum Licensing Standards;  
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

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### 5312-D: Continuing Education

Not Met

#### Findings/Corrections

5312.D.1. There was no documentation that paid and non-paid staff who are left alone with children, or who have supervisory or disciplinary authority over children have obtained 12 clock hours of approved training per center's anniversary year. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR.

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### 5312-E: CPR and First Aid

Not Met

#### Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [ 1 ] of [ 4 ] staff had documentation of this certification.

5312.E.3. The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [ 1 ] of [ 4 ] staff had documentation of this certification.

5312.E.6. There was not at least fifty percent (50%) of the supervising staff on the field trip(s) taken on [ 11/6/04 ] with documentation of current [Infant/Child/Adult CPR certification and Pediatric First Aid certification].

### 5327-N: Safety Box

Not Met

#### Findings/Corrections

5327.N. The Provider did not **post** "The Safety Box" newsletter issued by the Attorney General's Office as required by Chapter 55 of Title 46 of the L.R.S 46:2701.

### 5327-O: Fire Drills

Not Met

#### Findings/Corrections

5327.O. The Provider did not have documentation on file that fire drills were conducted at least monthly at various times of the day and night (if nighttime care is provided). Documentation shall include:

- Date and time of drill;
- Number of children present;
- Amount of time to evacuate the center;
- Problems noted during drill and corrections noted;
- Signatures (no initials) of staff present.

### 5331-H: Appropriate Driver's License

Not Met

#### Findings/Corrections

5331.H. The Provider lacked documentation that all individuals parents who drive vehicles to transport the children have a copy of a valid appropriate Louisiana driver's license.

### 5331-I: Liability Insurance

Not Met

#### Findings/Corrections

5331.I. The Provider did not maintain documentation of the parent's (who provided transportation for field trips) current liability insurance.

### 5333-A: Parental Authorization for Field Trips

Not Met

#### Findings/Corrections

5333.A. In [ 4 ] of [ 4 ] children's files reviewed, the provider did not maintain a signed parental authorization for each field trip taken that includes the type of service (contract vehicle, center owned vehicle, parent vehicle) used to transport children, event, location, child's name, date and time of the event, parent's signature and date.

### 5333-C: Record of Field Trips

Not Met

#### Findings/Corrections

5333.C. The Provider did not maintain a record of all field trips taken to include the date and destination, list of passengers (children, parents, and staff) (going and returning) and method of transportation.

## ***Statement of Deficiencies***

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### **5333-D: Planned Route**

**Not Met**

#### **Findings/Corrections**

5339.D. Parents provided transportation for field trips and there was not a copy of the planned route(s) that was provided to each driver maintained in the center.